

W. 9. b.

AGENDA COVER MEMORANDUM

AGENDA DATE: March 17, 2004
PRESENTED TO: Board of County Commissioners
PRESENTED BY: Hector Rios, Personnel Analyst
AGENDA TITLE: IN THE MATTER OF CREATING A CLASSIFICATION AND SALARY RANGE FOR KENNEL ATTENDANT

I. MOTION

MOVE APPROVAL OF ORDER _____/IN THE MATTER OF CREATING A CLASSIFICATION AND SALARY RANGE FOR KENNEL ATTENDANT.

II. ISSUE

There is a need to establish a new classification for utilization in the Lane County Animal Regulation Authority. This position would primarily support and assist (Sr.) Animal Welfare Officers (AWO's), in performing animal regulation activities in a kennel environment.

III. DISCUSSION

A. Background

The Management Services Department presented Human Resources with a need to develop an entry-level classification in the Animal Welfare Officer series. After a staffing analysis in the Lane County Animal Regulation Authority, Mike Wellington – Animal Regulation Program Manager, contacted Human Resources to review some of the duties currently performed by Animal Welfare Officers.

Animal Welfare Officers often spend a fair amount of time performing the lesser duties associated with their classification, particularly in the kennel (cleaning cages, feeding animals, providing care for the animals). With a lower level classification, Animal Welfare Officers could focus more attention on the higher-level duties related to their higher-level training and expertise.

B. Analysis

We noted that the greater depth and scope of the Animal Welfare Officer's classification enables AWO's to perform duties that would not be appropriate for Kennel Attendants to carry out. Specifically, Kennel Attendants could not: issue citations, perform field enforcement duties, capture stray animals, or perform euthanasia.

Staff who perform this duty need a certification as an Oregon Certified Euthanasia Technician, in accordance with ORS 475.190 (4) and with OAR 875-020-0000. This certification would not be a requirement for the Kennel Attendants as they will not perform the euthanasia of animals but, rather, will assist the certified officer.

A Kennel Attendant classification would assist with the more routine duties that do not require any certifications. Furthermore, a lower level classification may also serve as a career ladder and bridge into the Animal Welfare Officer classification.

Human Resources evaluated current classifications in our classification plan for potential matches and when we were unable to find a match, we considered creating a new classification. Some of the main duties needed by this new classification include: feeding animals, cleaning kennels and maintaining sanitary conditions, and impounding animals.

Human Resources conducted a survey of other Oregon counties that have similar classifications and the analysis showed that Clackamas, Douglas, Jackson, and Washington Counties utilize somewhat comparable classifications in their offices.

Clackamas' compensation range for an Animal Shelter Attendant is \$23,068 - \$28,782. Jackson County's compensation range for a Shelter Technician is \$20,259 - \$26,333. A point factor analysis was done and placed a Kennel Attendant at grade 06 (\$20,842 - \$28,870) in our compensation plan. Our proposed compensation ranks higher than Douglas and Jackson Counties. In terms of internal equity, this is a range comparable with the Custodian classification.

This will be an AFSCME position. As per Article X, Section 3 of the AFSCME contract, the proposed new classification was sent to AFSCME representatives on January 30th, 04 and discussed with AFSCME on February 23rd, 04. AFSCME presented no objection to this classification.

C. Alternatives/Options

1. Adopt the proposed classification and salary range as described above.
2. Reject the motion.

D. Recommendation

It is recommended that the Board of County Commissioners adopt the motion to establish the classification and salary range for the Kennel Attendant classification.

IV. IMPLEMENTATION/FOLLOW-UP

Following Board action, the department will begin the approved personnel process of hiring according to the timelines established by the Lane County Animal Regulation Authority.

V. ATTACHMENT

Board Order
Kennel Attendant Classification Specifications

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

***)IN THE MATTER OF CREATING A
)CLASSIFICATION AND SALARY
)RANGE FOR KENNEL ATTENDANT***

WHEREAS, Human Resources has completed a review and point factor of the proposed Kennel Attendant classification.

WHEREAS, it is the intent of Lane County to properly classify positions with regard to duties and compensation.

WHEREAS, changes to the classification and compensation plans require board approval.

IT IS NOW HEREBY ORDERED that there be created the new classification of Kennel Attendant:

Kennel Attendant Grade 06: \$20,842 - \$28,870

DATED: March 17, 2004.

APPROVED AS TO FORM
Date 3/9/04 lane county
Jerry Miller
OFFICE OF LEGAL COUNSEL

Bobby Green, Chair
Lane County Board of Commissioners

**IN THE MATTER OF CREATING A CLASSIFICATION AND SALARY
RANGE FOR KENNEL ATTENDANT.**

KENNEL ATTENDANT

DEFINITION

To perform animal regulation activities in a kennel environment; to impound and provide humane care for impounded animals; to feed animals and maintain sanitary conditions of animals in the agency; to perform related duties as assigned.

CLASS CHARACTERISTICS

This is the entry-level class in the Animal Welfare Officer series. Positions at this level are distinguished from other classes within the series by a lower level of responsibility assumed and a lower level of knowledge and experience expected.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Animal Regulation Program Manager, and technical and functional supervision from a Senior Animal Welfare Officer.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

Handle and feed all types of animals in a kennel setting.

Clean and disinfect cages, runs, walkways, carriers, trashcans, food containers, blankets, towels and other as assigned.

Assist public in locating lost pets, adopt homeless animals and provide adoption information in terms of general pet care and responsible pet ownership.

May occasionally receive monies from the public for animal adoptions, redemptions, surrenders, and euthanasia.

Collect data from animals when they are brought to LCARA as well as from license applications, and from lost/found reports.

Assists in euthanizing animals by holding and prepping the animal while a certified Euthanasia Technician performs the procedure.

Maintain accurate records related to euthanasia, impounded animals, logs and other related subjects.

MINIMUM QUALIFICATIONS (continued)

Dispose of animals in a safe, clean and efficient manner as directed.

May assist Animal Welfare Officers.

May occasionally present, oral, written testimony and materials in court.

Disseminate adoption information through local media.

Perform related duties as assigned.

KNOWLEDGE OF:

Basic knowledge of kennel operations, impound, release, and sanitization.

Basic knowledge of animal health, behavior, and care.

Safe and efficient animal handling techniques

Basic knowledge of animals' breed and anatomy.

Basic record-keeping techniques.

Basic math and arithmetic to accurately calculate fees, fines, and charges.

ABILITY TO:

Meet and tactfully deal with the public.

Exert moderate to extensive amount of physical effort involving stooping, crouching, climbing and may occasionally lift large breeds of dogs.

Assist with euthanasia procedures.

Remain calm and use good judgment during confrontational or high pressure situations.

Feed and care for shelter animals.

Maintain clean and sanitized kennel areas.

Educate the public in animal care.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing

Learn County policies and procedures concerning impoundment, release, and retention of animals.

EXPERIENCE AND TRAINING:

Experience:

Six months of experience on animal-related fields.

Training:

Equivalent to the completion of a twelfth grade education. Additional specialized training in animal regulation, law enforcement, kennel experience, or a related field and is desirable.

SPECIAL REQUIREMENTS:

Possession of a valid Oregon driver's license